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Special Libraries

Official Journal of the Special Libraries Association

April 1941

● PARTIAL LIST OF ORGANIZATIONS WITH SPECIAL LIBRARIES ●

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April, 1941

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Technique of the Library Resources Survey

By ROBERT B. DOWNS

Director, New York University Libraries, New York City

THE survey—economic, educational, scientific, sociological—is a typical American institution. Virtually every phase of education, for example, has come under the surveyor's scrutiny in recent years. These investigations have varied from those which, for all practical purposes, are worthless and soon forgotten to others which have profoundly influenced the educational system. In the coordinate field of libraries, surveys have dealt chiefly with technical processes and administrative procedures. The primary reason for the existence of libraries—their actual contents or holdings—is an aspect generally neglected. As its fundamental importance becomes more widely recognized, however, the study of library resources is receiving increasing attention.

Surveys of resources naturally require money and time. Do their uses and values justify such expenditures? From the internal point of view, the survey, if properly done, gives one an opportunity to stand off and get an objective look at the library, to see its strength, its weaknesses, the directions in which it has been developing, how it compares with other similar libraries, how well the collection is adapted to its clientele, and provides a basis for future planning. The external view is equally to be considered in an era of library cooperation. Here the survey furnishes a guide to the research worker in locating materials which he might otherwise overlook or find with difficulty; it gives leads for inter-library loan in-

quiries; it is an essential adjunct to the organization of union catalogs; and it is indispensable in working out agreements for library specialization and divisions of collecting interests.

The technique for describing and evaluating library facilities on the research level is relatively new and experimental. No generally accepted standards have been established, chiefly, perhaps, because it is almost impossible to define research materials. Anything in printed or manuscript form is of potential research value. Even when one is dealing with a reasonably well defined field, the problem of achieving clear descriptions is an extremely difficult one. Without attempting to set up any ideal scheme for a resources study, the present article will discuss, from some experience and observation, certain phases of the problem.

First, who should make the survey? There is no desire to revive here the controversy on the relative merits of professors and librarians or on subject experts versus general librarians. No hard and fast rules can be established for individuals vary too greatly in background, breadth of view, and knowledge of the literature of a subject. In a majority of cases close collaboration between the specialist and librarian is most desirable. Each brings something to the task which the other lacks. The librarian usually has some knowledge of the scarcity and market value of material, is familiar with all types of bibliographic tools, has comparable data on other libraries, and

is more likely to look at the library's collections as a whole. In contrast, the subject expert has specialized information and knows what materials are most useful in his field. He often has narrow interests, however, and is inclined to underrate or overrate his own library, depending upon his acquaintance with other collections. The perfect combination would appear to be the special librarian who is thoroughly familiar both with a particular field and with library science.

Regardless of who is chosen for the work, an adequate period of preliminary preparation is one of the essentials of a successful library survey. Exact planning will assure some degree of uniformity in the final product—a characteristic usually lacking in surveys of multiple authorship because of varying backgrounds and kinds of experience. The aim should be to make the data compact, to cover all pertinent facts, and to be sufficiently definite for the subject specialist. Therefore, one must know what details are wanted and precisely what to look for in each collection. While not applicable to all libraries, the following points are suggested as having value in appraising different types of collections:

- a. Learn something of the objectives of the library or institution. These are ordinarily reflected in its holdings.
- b. Examine any printed matter—reports, handbooks, bibliographies, catalogs, descriptive publications—issued by the library.
- c. If the library is devoted to a special field, familiarize oneself with the literature of that field through the best available handbooks, as, for example, Crane's *Guide to the Literature of Chemistry*, Dutcher's *Guide to Historical Literature*, Wright's *Aids to Geographical Research*, and Hicks' *Materials and Methods of Legal Research*.
- d. Questionnaires, correspondence, and similar long-distance methods of investigating a library are unsatisfactory in numerous respects. First-hand study of a collection by a properly trained surveyor produces the most accurate results.
- e. Make use of the expert knowledge of any accessible librarians, subject specialists, collectors, and others who may have intimate acquaintance with the particular library being studied or with materials in that field.
- f. Try to follow certain models of description. Potter's *Library of Harvard University* contains many admirable examples. Avoid generalities and stick to concrete facts insofar as practicable. This is one of the most difficult problems encountered by the surveyor, for it is always a temptation to substitute adjectives for figures. Illustration of facts which may be given are the number of volumes or items in a collection, periods covered, up-to-dateness, lists of outstanding titles, forms of material included, and the divisions of a subject strongly represented.

tion of facts which may be given are the number of volumes or items in a collection, periods covered, up-to-dateness, lists of outstanding titles, forms of material included, and the divisions of a subject strongly represented.

g. Among indices of strength, journal holdings are frequently of primary interest to the research worker. Bearing on this feature are the number of serials currently received, the number represented by complete or considerable files, and the distribution over various subject fields. *The Union List of Serials in the United States* is helpful in determining the scarcity of a serial titles, and classified lists of the leading journals in each subject division may be found in Ulrich's *Periodicals Directory* and Van Hoesen's *Bibliography*.

h. Other factors which may influence the usefulness of a collection, and which should be taken into account in the evaluating process, are cooperative programs with neighboring institutions, whereby a library's holdings may be supplemented; exchange relations (its own publications or duplicates) with other libraries; unpublished material (confidential reports, correspondence, historical manuscripts, archives, etc.); the number and nature of vertical files and similar ephemeral material.

Incidental to such points as those enumerated are several questions on which there is a considerable diversity of opinion. For instance, how significant is the number of volumes or items in a library? Certainly it should be only one criterion; no less important are the types of publications comprised in the collection, the degree to which the collection is being currently maintained, and to what extent it includes the basic sets, journals, and other works. Nevertheless, the number of pieces is a useful measuring stick and is frequently an accurate indication of a library's effectiveness. Another problem is the listing of individual titles. Obviously there must be a limit to such listing, particularly if publication is intended. A survey is not a union catalog. The utmost one can expect to do is to record illustrative titles—perhaps files of major journals, monumental sets, and extraordinarily rare items. A selected group of actual examples lends definiteness and concreteness to the statement of a library's resources. An excessive number, however, grows tedious, is hard to follow, and swamps descriptive comment in a mass of detail.

The form and arrangement of a survey have a direct bearing on its usefulness.

There are various possible schemes. Richardson's *Index Directory to Special Collections in North American Libraries* is arranged first by states and cities and then alphabetically by subjects. The British *ASLIB Directory* is arranged alphabetically under numerous small subject headings, followed by a list of places where the material is to be found. *The Special Libraries Directory of the United States* follows a geographical arrangement, by states and cities, with full indexes of subjects, libraries, and personnel. Almond and Fisher's *Special Collections in the Hoover Library on War, Revolution, and Peace* is first by types of material, then by broad subjects, and finally by countries. Potter's *Library of Harvard University* is made up of descriptions of special collections, alphabetically by subjects. Brown's *Guide to the Reference Collections of the New York Public Library* follows the classification scheme of that library. The *Faculty Survey of the University of Pennsylvania Libraries* takes the principal fields in which the University offers instruction and arranges these alphabetically. The *Resources of Southern Libraries* is in two sections, one dealing with types of material, the other with subjects. Raney's *University Libraries* (Chicago) has taken the several major divisions of knowledge, subdivided these, and has also included a section on forms of material. Cannon's *Guide to Library Facilities for National Defense* is arranged alphabetically by broad subjects, and under these are divisions of the field, with collections for each geographical region together. These examples will illustrate the diversity of ways in which data can be organized. No single plan would fit all conditions, but the writer is convinced that the subject approach is basic for nearly all purposes. The research worker almost invariably wants to know about collections in a given field and only secondarily in a particular library or

locality. Any alphabetical arrangement is open to suspicion as being merely an easy way out for the compiler, since such an arrangement usually has the effect of widely separating closely related materials, though it may have definite advantages for quick consultation. A logical arrangement of subjects—bringing allied fields together—has even greater values. It should be observed that some classes of material lend themselves only in part, or not at all, to the subject treatment, and therefore may be considered by form or type. Examples are newspapers, general periodicals, government publications, manuscripts, maps, and bibliographies. Whatever arrangement is adopted, the need for thorough indexing should not be overlooked. Without an index the gold in a survey is likely to remain buried.

There are two important questions relating to the scope of a survey. In studying a library's strength should one confine attention principally to its so-called "special collections" or take into account its entire holdings? Except for libraries which have been highly developed in a single field, special collections give only a partial glimpse of a library's resources. An accurate picture requires an appraisal of the total content. Somewhat connected with this question is a second one: should a survey cover all fields or be limited to one? Would not surveys of a specialized sort be more valuable than those intended to embrace every branch of knowledge? From the point of view of the scholar and research worker, the specialized studies are unquestionably of greater utility because of fuller detail and more exact information. On the other hand, there is much to be said for the comprehensive survey, inclusive of all subjects and types of material, as a foundation for the study of a limited field. A general investigation is more attentive to the inter-relationships of subjects. Each of

(Continued on page 140)

The Special Library in Wartime*

By RUTH SAVORD

Librarian, Council on Foreign Relations Inc., New York City

EUROPEAN war, 1939! We didn't believe it could happen but it did. To the residents of almost every country in Europe, that ominous phrase has meant black-outs, air raids, destruction and death. To us, who have been spared those horrors, it has meant, at most, some personal anxiety, an almost morbid interest in each day's events, confused thinking and a public opinion sharply divided between isolationism, appeasement, and support for the democracies.

The almost unbelievable resistance of Britain, coupled with the crystallizing of our determination to devote all our efforts to national defense, has improved American morale and, as a nation, we are attempting to adjust ourselves to a war economy, while bending every effort to preserving our democracy.

The whole defense program, with its attendant effects on our democratic way of life, is a challenge to every library which must prove its indispensability and its adaptability. From all sides, we have heard of the overwhelming demands being made on our public and college libraries—by the business men of the community, by the skilled and unskilled workers enrolled in industrial training courses and by the man in the street, aroused by the stirring times, who wants enlightenment and guidance for his thinking. Now, if ever, the public library especially must prove itself a living factor in maintaining the morale of all its patrons.

Even more practical and immediate is the need of the service which our special libraries are equipped to give—particularly those in business corporations. In a recent issue of *Special Libraries*, Miss Cavanaugh set forth, far better than I could hope to, the new problems facing the business librarian and gave many practical suggestions on sources. I found many helpful ideas there since all defense legislation and the resulting activities necessarily have certain international relationships and repercussions.

Since the war and the defense program affect so closely the work of any organization interested in the study of international affairs, libraries such as that of the Council on Foreign Relations have found themselves practically inundated in the flood of material bearing on their field and in the greatly increased demands for service.

As you may know, the Council, which was organized at the Paris Peace Conference, is a non-partisan and non-commercial organization, engaged in the study of the international aspects of America's political, economic and financial problems. Its membership, which is by invitation only, is composed of men of many professions, with a variety of interests and views.

Much of its work is carried on through the medium of study groups made up of members with an interest in, and knowledge of, the particular field the group is studying. This year there are groups devoted to:

* From a recent address given before the New York Chapter of Special Libraries Association.

1. America's Foreign Financial Policy as a Weapon of National Defense

Last year more than 100 conferences, meetings and dinners were held at the Council House.

The Council also carries on a program of research and publication, issuing the quarterly review, *Foreign Affairs*, and annual survey of *The Foreign Relations of the U. S.*, an annual political handbook of the world, and individual volumes on special international questions. For the last three years, two Rockefeller Fellows have been assigned to work under Council direction and the results of their studies will be issued in a new series: *Studies in American Foreign Relations*. The first of these has just appeared under the title: *Dollars in Latin America*.

Shortly after the outbreak of the war in Europe, the Council organized a series of small groups of experts to study the effects of the war on the United States and to elaborate proposals for safeguarding American interests as the war continues and in the eventual peace settlements. They have divided their spheres of interest into Economic, Financial, Armaments, Political and Territorial Problems.

WITH that rather general outline of the Council's activities, it becomes evident that a reference library serving such an organization must cover a wide field—religious questions, such as the place of the Vatican and the Catholic Church, the Jewish Question, general economics, all phases of international law—including mandates, minorities, refugees, international arbitration, peaceful change, collective security, disarmament, neutrality, laws of war—international air transport, international communications, the First World War, history, and of course, the internal situation of the various countries in all its phases.

For the most part, the arrangement of

the book collection, now numbering over 15,000 volumes, is along geographic lines, thus bringing together all material dealing with a specific country. Publications of the League of Nations, the World Court, and the International Labour Organization are kept as separate collections and have a separate catalog.

A year ago, we were receiving about 250 periodicals issued in various parts of the world. Today this number has dropped to about 175 due either to discontinuance because of the war or to breakdown in international transportation. Our English, most of our German and Russian periodicals are arriving late but more or less regularly. Nothing has been received from France since last May, an occasional Italian one comes through and recently a Norwegian one has been arriving. We have decided that our need for up-to-date information makes it wiser to take our chances on receiving currently as many as possible of these rather than arranging for storage so as to guarantee complete files later.

The most important of our periodicals are bound for permanent reference, others are kept for one year, some for only three months, after which they are clipped for the vertical files, while some are clipped immediately. In addition, we receive Canadian, English, Swiss, German and 10 American newspapers. French & Belgian papers no longer arrive.

The vertical files include pamphlets, official releases, handouts, news services, periodical and newspaper clippings, arranged in an alphabetical subject file. Here again, while material is concentrated under country, with such subdivisions as are needed, such subjects as Aeronautics, Foreign Investments, Refugees, Jews, Fascism, etc., are kept together and subdivided by country. This may seem inconsistent but can be

justified from the standpoint of the material's use.

So much for the general set-up. When the situation which led up to the Munich crisis began to develop, we came to the conclusion that we would need all pertinent material in one chronological file and so, without realizing it at the time, we began our so-called war file. Immediately after the break-up of Czechoslovakia, we again concentrated all material under the heading "Europe—War threat." We feel that these two collections present a fairly complete picture of the immediate causes of the present conflict.

So the situation stood in August 1939. Since I was planning to be away for some time and feeling that the trend was undoubtedly toward war, I drew up a tentative list of headings to provide for handling material if war should come during my absence. It was a wise precaution but, needless to say, the tentativeness was apparent long before my return.

Since then, the problem has been to keep our headings adapted to fast moving events and this has involved constant additions and subdivisions. We now have almost 400 headings in the war file alone.

Now a word as to just what we are collecting. We clip daily the *New York Times*, *New York Herald-Tribune*, *Christian Science Monitor*, *Chicago Daily News*, *New York Journal-American*, *Daily News*, *Daily Worker*, *New York Post*, *PM*, *Providence Evening Bulletin*, *London Times*, *The Manchester Guardian*, and weekly, *The Nation*, *The New Republic*, *New Masses*, *Spectator*, *New Statesman and Nation*, *Saturday Evening Post*, *Life* and *Financial Post* of Toronto. We are also adding immediately material from any periodical of which we have a duplicate available for cutting, news services, press releases and pamphlets.

Aside from the files, we are making

scrapbooks of all cartoons that we can find, pasting them chronologically. These present an interesting study in the changing trend as reflected in cartoons and have already served as the basis of one study. We also have a small collection of posters.

In the book collection, we are seeking texts of laws and regulations, treaties, official documents, such as the color books, pacifist and propaganda material, as well as the usual current publications in our field. I believe that we now have available all the color books that have been issued by all governments.

PROPAGANDA literature is probably our greatest problem, for who is to say what is propaganda. One of the simplest definitions that I know is this one: Propaganda is a systematic plan for propagation of a particular doctrine. There has grown up an idea that anything labeled propaganda thereby acquires a certain opprobrium. This is an entirely erroneous idea for there is just as much good propaganda as bad. It all depends on the viewpoint. Undoubtedly Sir Angus Fletcher would tell you that everything that issues from his organization should be labeled "Eternal Truth." However, I must confess that we have a classification "Propaganda—British" not that we consider it subversive or question its facts but rather to give a necessary service to the patron who, now or in the future may wish to make a comparative study of propaganda methods. As a matter of fact there is just as much American propaganda being circulated as there is from any other country. Moreover, much of this material contains factual information that is valuable and this is brought out in our catalog. However, its classification as propaganda automatically says to the user: "Take with a grain of salt and check against other sources."

On the home front, it was not till the

Fall of France that the United States really awakened from its relatively complacent attitude toward its own national protection. Each new Nazi success inspired huge additions to an armament expansion already vast in scope. Bill followed bill, hearing followed hearing, and documents, releases, articles, books flowed from the presses. Public opinion became more and more vocal. As a result our so-called U. S.—Defense file increased four fold in as many months. Hemisphere defense became the watchword so that more and more material on Latin America and our Latin-American relations was required. However, we feel that this ever-increasing mass of new material has been so organized that it is not only readily available for immediate demands but is a solid foundation on which can be built a collection to be used by the future historian.

Since 1931, we have maintained an information file on associations to supplement and keep up-to-date the *Directory of American Organizations Interested in the Study of International Affairs*. In a country where organizations are legion at any time, this is a task but the number of new organizations which spring up in the wake of war makes it almost humanly impossible. Propaganda, relief and pressure groups are coming into being faster than we can record them and many of them die almost as quickly. Such a file may seem to require a great deal of labor but its constant use more than justifies its maintenance.

I read somewhere the story of the bombing of the Carlton Club, headquarters of the Tory Party. Fortunately no one was hurt—the reason being that the bomb fell in the library revealing how little the membership frequented it. In the unhappy event of such a thing happening to the Council, I fear the result would not be so fortunate for additional staff plus additional users is

taxing our ingenuity in finding space where none seems to exist. Increased use by the staff and the members was to be expected but we were not prepared for the fact that journalists, writers, research workers, and a thousand and one others, including school children, who did not know we existed in time of peace, suddenly discovered us and poured in requests by mail, telephone and in person. We had long offered library service in our field to foreign visitors, who found our large research libraries a little overpowering; to the professors at the University in Exile and to other refugee scholars. Since the war, we have been called on increasingly to help many of the most famous scholars from practically every invaded country. It is an everyday occurrence to see a Dutchman, a Frenchman, a German, an Italian and a Yugoslav worker sitting side by side. We are international in more than our interests.

Apropos of the use of the Library, I might say that it is intended primarily for the use of the staff and of members. Beyond that, we try to confine our users to serious research workers not below the grade of graduate students and those only when we have material not available to them in their university libraries. Needless to say, we are happy to cooperate with any other library so far as we can.

In all our present work, we are hampered by the fact that we were not organized until 1930 and so were not in existence during the First World War. This means that inevitably we lack much of the comparative material which is being called for now. On the political and diplomatic side, we are fairly well equipped with the various documentary series issued by the belligerent governments as well as with Peace Conference documents and general treatises. (Parenthetically, I might say that we have one of the 40 existing sets of the David Hun-

(Continued on page 126)

Some Notes on Brazilian Libraries

By CECILIA ROXO

Assistant Librarian, National Library of Rio de Janeiro, Brazil

WITHOUT having reference material at hand, it is difficult to give an exact description of special libraries in Brazil. The following is intended to give only an idea of the general situation in the field. As we shall see, the term "special library" necessarily is applied more broadly than it is in the United States.

In 1938 one of Brazil's well known sociologists¹ stated that Brazil was still in the phase of private libraries. This does not, in my opinion, describe exactly the situation at present. While it is true, in general, that scholars try to have up-to-date libraries in their own specialized fields, and to preserve intact the collections they have inherited from their families, nevertheless public and semi-public libraries available to scholars have been increasing rapidly. Statistics² show that from 1912, when the total number of libraries was 456, to 1935 there has been a steady increase in number. At this later date, the number of such institutions was 2312, not including the libraries of primary schools which were the object of a special investigation. Of that total, 180 were open to the general public, 1025 belonged to institutions of secondary and higher education, 946 were annexed to private corporations and might therefore be called "private libraries." The exact meaning of "private corporation," however, is not clear; for it seems that most of the libraries in this category belong to governmental depart-

ments, or other semi-official agencies or institutions.

Except in a few cases, such as the Foreign Affairs Department Library, which includes rich map collections, general history and literature, international law, and political materials, these governmental department libraries limit their collections to their own fields of interest (i.e. Public Health, Labor, Railroad etc.). The use of such special libraries is usually limited, by statute, to the departmental staff; yet, with permission which is easily obtainable, they are open to private research students.

The lack of a Brazilian Library Association and a Special Libraries Association with cooperation among those libraries themselves, and the lack of a technically trained staff are responsible for many shortcomings in the service they are rendering. While the National Library in Rio de Janeiro offers a course in library training, it does not seem complete enough to fill the present needs. A few years ago, the State of São Paulo reorganized its state libraries and opened two courses of library science for students seeking such a career. Thus the movement toward training library technicians is getting underway slowly in Brazil and, in spite of many disadvantages, we have some libraries well organized and well administered.

In order to carry this movement of modernization along more rapidly and more satisfactorily, we must have more cooperation. For example, it is common for the heads of departments and their staffs within the same library to decide upon the system of classification to be

¹ Brasil. Instituto Brasileiro de Geografia e Estatística Brazil—1938. *A New Survey of Brazilian Life, Economic, Financial, Labour, and Social Conditions from a General Point of View*. Rio de Janeiro, Serviço gráfico do Inst. Bras. de Geog. e Est., 1939. p. 376.

² Ibid. p. 374.

adopted and used. Therefore, often there is no uniformity of system between two divisions or even between two different services of the same library. This is not altogether the fault of the librarians in charge, for their policy is determined by long experience in working with the traditional system whatever it may be.

Unfortunately few professional librarians or assistants read English, and no one book on the whole subject of library science has been translated into Portuguese. Thus even the A. L. A. rules, the first tool of the cataloger, are not available. The Dewey decimal classification allots only one number for Brazil, so that it would have to be revised in some manner to make classification of a wide range of material about Brazil and also translated into Portuguese. This is one of the reasons why many of the libraries have adopted the *Classification décimale* of Brussels; for it suits the purpose more directly. The Brazilian Department of Agriculture has recently reorganized its central library using this Brussels decimal system, and since 1911, the Instituto Oswaldo Cruz, of world renown for its advanced research in Medicine, has had its one hundred thousand volumes classified by this same system.

The great lack of personnel in Brazil is well illustrated by this same library. At the same time, one man is head of cataloguing, reference, and acquisition. He may use his budget for any acquisitions he may want, but he can not take on much needed personnel since they are subject to Civil Service regulations. In spite of these tremendous handicaps, this library is functioning, but only through great exertion by the staff. From this example, one may easily deduce how such a library can not have all the features of a modern and "objective" library.

This situation is not general for all of Brazil. While I am giving examples of libraries under the Federal Government, I must say that there are no great differences, for better or worse, when they are subject to state or municipal legislation.

The Civil Service Commission, a recent organization, called in Brazil, Departamento Administrativo do Serviço Público Civil (in short D. A. S. P.), is working hard to reorganize the institutions and bureaus under its supervision by the most modern and efficient systems. This reorganization includes the special libraries of the institutions and bureaus. The "Instituto Nacional do Livro" (National Institute of the Book), a new division of the Department of Education, has started already a similar movement. The special library of D. A. S. P. is proof of what they wish to do. It is rather small with 5000 volumes and specializes in Public Administration. It is organized according to rules and procedure set up by the A. L. A. Open shelves, dictionary catalogue, circulating system, Dewey and Cutter systems for author number, etc., are used. It is performing an extremely good service, and the people who are using it are becoming accustomed to its organization, and the advantages of these systems which have been installed. It has a staff of five, who are seeking the cooperation of other libraries. Ultimately they hope that all the libraries under the supervision of the D. A. S. P. will use similar methods adopted to their own fields and activities.

Toward this end,—a more systematic, modern, and uniform organization of governmental libraries,—I was sent by the Brazilian Government to this country for further study. Without doubt, we, in Brazil, have much to learn from American libraries (public and private) and from American library schools.

Filing Short Length Microfilms

By OLIVER LINTON LILLEY

Assistant Reference Librarian, Baker Memorial Library, Dartmouth College, Hanover

A SIMPLE, but interesting, piece of microfilm equipment that has come on the market recently is the "Goler spool", sponsored by Southwestern Microfilm Inc.,¹ as a solution to the problem of filing short lengths of film. Before describing this device, however, it might be interesting to review, briefly, some of the other methods that have been proposed for handling these "pesky" short length films, in order to understand just how far the Goler spool can be expected to go toward solving the problem.

In general, there seems to be pretty fair agreement among librarians that microfilms of 50 to 100 feet in length are handled most satisfactorily if they are stored on standard 100-foot reels. But there is great diversity of opinion about how to deal with shorter lengths; in fact there are three distinct schools of thought on even the basic principle of the form in which these films should be stored. One group believes that short rolls of microfilm should be cut into even shorter strips of some standard length (six, nine, or twelve inches), and should be filed flat. Another school of thought favors the splicing together of short films to make long strips that can be stored on 100-foot reels. While the third group favors keeping and filing every film, however short, as a separate roll.

The first of these principles has given rise to several filing schemes, varying

chiefly in the kinds of material used for making or supporting "pockets", into which the short strips of film can be slipped. One library² uses correspondence-size manila folders, on the inner surfaces of which sheets of rag paper have been stitched to form lengthwise pockets. A variation of this,³ substitutes 10 X 12 filing cards as the support, and uses cloth rather than paper for the pockets. Another writer,⁴ advocates the use of standard No. 10 size envelopes, with paper partitions to separate the several film strips in each envelope. Still another variation uses commercially - available negative albums which have suitable pockets already mounted on sheets of heavy paper.

The advantages claimed for these short-strip filing methods are that any wanted page can be found quickly, and that a great number of reproduced pages can be filed in a compact space. While short-strip methods may be suited admirably to the needs of an individual who owns and uses his own films, it seems doubtful that they would prove entirely satisfactory for general library use. One reason for this is that many of the reading machines commonly found in libraries are not designed to accommodate short lengths, and consequently no provision has been made on them for advancing

² Evans, Elma T., and Geopp, R. M., Jr. "Filing Photographic Copies of Articles." *Science* n.s. 91: 248, Mar. 8, '40.

³ Brown, Harold P., and Austin, J. A. "Simple Method for the filing of Microfilm Records in Short Length Film Strips." *Science* n.s. 90: 573-4, Dec. 15, '39.

⁴ Dice, Lee R. "Simple Method for Filing Miniature Negatives and Microfilm Records in Strips." *Science* n.s. 89: 38-40, Jan. 15, '39.

¹ Listed in Catalogue C., of the Southwestern Microfilm Inc., Santa Fe Building, Dallas, Texas.

such film mechanically. The result is that when the user wants to "turn the page," he must remember to open the pressure plates, and then must move the film by taking hold of it with his fingers. For a library to permit the general public to use in this way the films the library has cataloged and intends to keep, seems to be subjecting the films to unwarranted risk of damage from fingerprints and scratches.

The second basic principle, that of splicing short lengths of film together, and storing the resulting long film on a 100-foot reel, has several library advocates. About the only variation in practice here, is in determining the make-up of each long strip. The choice seems to lie between using a classification scheme that permits small rolls to be spliced together as soon as they are received, regardless of the subjects they cover,⁵ or using temporary classifications to segregate the small rolls until enough footage has been acquired on any one subject to make possible a collection of related items on one long reel.⁶

The chief advantages to be derived from this splicing procedure are that the films are always ready for use, and that the entire microfilm collection can be kept in containers of the same size and shape, thus greatly simplifying the problem of storage. But there are several obvious objections to the idea: it is an inconvenience to the user to have to hunt through the whole reel for the title he needs; the entire series is subject to wear and possible damage every time one of the items is called for; and finally there is the possibility (though it may seem academic at the moment), that two different people at the same time may want different articles that are spliced onto the same reel.

⁵ Carruthers, Ralph H., and Wright, W. E. "Library Methods of Handling Microfilm." *A. L. A. Bulletin* 32: 385-7, Je. '38.

⁶ Cibella, Ross C. "Filing and Cataloging of Microfilms." *Special Libraries* 30: 160-3, My-Je. '39.

The third basic principle, that of keeping each item as a separate roll, has been developed in several ways. One method is to keep each film in an individual aluminum or cardboard container that will hold lengths up to ten or fifteen feet. Another solution⁷ is to use larger cans to hold half a dozen or so separate rolls, while a more elaborate system⁸ employs even larger cans, fitted with spindles on which the individual rolls of film can be stacked. Still another suggestion, recently advanced,⁹ involves the use of a storage cabinet fitted with drawers and sliding shelves. The drawers hold 100-foot reels, while the shelves are fitted with pegs around which the small rolls can be placed like "ringers" in a game of quoits.

The chief objection to all these methods that are based on using separate small rolls is that in this form the films are not ready for immediate use, not only because they cannot be rewound on the reading machine, but also because in being advanced, an unsupported film is likely to go between the pressure plates at an angle, and so need to be adjusted with the fingers to square the image on the screen. This can be avoided by winding each roll onto an empty reel just before placing it on the reading machine, and then unwinding it again for storage, but this involves considerable expenditure of time and an undesirable amount of extra handling of the film.

It is at this point that such a device as the Goler spool comes into the picture. This spool is simply a wooden core, with a square hole running through its center so that it will fit on the spindle of a reading machine. The film is attached to the spool with gummed paper, or scotch tape, and as soon as the film has been wound around the core it is ready for use.

⁷ Metcalf, Keyes D. "Care and Cataloging of Microfilms." *A. L. A. Bulletin* 31: 72-4, Feb. '37.

⁸ Jakes, Florence. "Filing and Preserving Microfilm." *Special Libraries* 30: 163-5, My-Je. '39.

⁹ Power, Eugene B. "A Microfilm Storage Cabinet." *Journal of Documentary Reproduction* 3: 96-8, Je. '40.

(Continued on page 133)

The President's Page . .

THE Call for the Hartford Convention is out!

Officers and the Convention Committee have been hard at work for months perfecting plans for S.L.A.'s Annual Convention, June 16-19, 1941, at the Hotel Bond. The plans are taking final shape and the result is a program which professionally minded librarians cannot afford to miss. Attention has been given to strengthening of internal defenses: standing committees are studying needs for training; for employment services; for establishment of standards of service; for public relations; for inter-association and inter-American relations and for a growing host of problems larger than day to day library operations. Yet the need for more effective techniques in the operation of individual libraries has not been neglected. Provision has been made for Discussion Conferences, ably

led, where professional ideas will be exchanged and where the chief asset will be the man-hours of experience in each Unit.

The critical point of all these plans will be reached at Hartford. We hope you will consider it your duty to be present. Without a representative attendance at the annual convention all plans and all efforts towards the assumption of growing responsibilities will fail. You are the critical point. Success depends upon the individual—you!

Giving enormously of time and ability, the officers, who carry the burden of day to day operation of the Association, have a right to your loyalty and enthusiasm and wisdom in the flesh—at Hartford!

"Forward March" should not be an empty slogan. It should be a call to service on a united front. We need you!

LAURA A. WOODWARD
President

ASSOCIATION NEWS

The Membership Gavel

Eighteen Chapters are now going down the home stretch in a race to claim the Membership Gavel to be awarded on June 19 at the Hartford Convention. The Chapter showing the largest percentage increase in paid-up memberships on May 31, 1941 based on the figures as at June 30, 1940, will be given the custody of the Gavel for one year or until it is won by another Chapter.

There are 2 ways in which you as an individual member, can help in this campaign. First by sending to your Chapter or Group membership Chairman, the name and address of at least one

prospective member and second by seeing that your dues are paid for the year 1941. Remember only paid memberships can be included in the final analysis.

We're counting on you to help your Chapter President "bring home the Gavel"!

The Nominating Committee Report

The *Nominating Committee* submits the following list of candidates as officers of Special Libraries Association for the year 1941-1942:

President—Laura A. Woodward, Librarian, Central Research Library, Maryland Casualty Company, Baltimore, Maryland.

First Vice-President—Josephine B. Hollingsworth, Department Librarian, Municipal Reference Library, Los Angeles, California.

Second Vice-President—Gladys R. Has-kin, Librarian, Cleveland School of Art, Cleveland, Ohio.

Treasurer—Marcella Hasselberg, Librarian, Curtis Publishing Company, Commercial Research Division, Philadelphia, Pennsylvania.

Director for Three Years—Herman H. Henkle, Director, School of Library Science, Simmons College, Boston, Massachusetts.

The Directors whose terms have not expired are Ross C. Cibella, Librarian, Hall Laboratories, Pittsburgh, Pennsylvania, who retires in 1942, and Harry C. Bauer, Technical Librarian, Tennessee

Valley Authority, Knoxville, Tennessee, who retires in 1943.

As the last retiring President, Alma C. Mitchill continues to be a member of the Executive Board.

DOROTHY BEMIS

ELEANOR HOWARD

EDITH MATTSON

MARY JANE HENDERSON, *Chairman*

Notice of Annual Meeting

AS REQUIRED by BY-LAW VIII, Section 1, notice is hereby given that the annual business meeting of Special Libraries Association will be held Thursday, June 19, 1941, in the Hotel Bond, Hartford, Connecticut, in connection with the annual convention of the Association.

LAURA A. WOODWARD, *President*

KATHLEEN B. STEBBINS, *Secretary*

Proposed Amendments to the Constitution

THE Executive Board recommends the following amendments to the Constitution to be voted on at the 1941 annual meeting of the Association.

ARTICLE II

MEMBERSHIP

Delete present Sections 2, 3, 4 and 5 and substitute therefore, the following:

Section 2. Active: Active members shall be individuals actually engaged in library, statistical or research work or those affiliated with library schools. They shall be entitled to receive the journal free, to affiliate with not more than two Groups, to affiliate with the Chapter of their choice, and to vote at all meetings of the Association. An active membership is not transferable.

Section 3. Associate: Associate members shall be individuals holding junior positions in libraries or library schools, or in

firms or other organizations maintaining a library, statistical or research department, or attending library schools. They shall be entitled to receive free such bulletins as the Executive Board may authorize, to affiliate with one Group, to affiliate with the Chapter of their choice, and to vote at all meetings of the Association. An Associate membership is not transferable.

Section 4. Institutional: (a) Institutional members shall be individuals, libraries, firms or other organizations maintaining a library, statistical or research department, or interested in library work. In addition to all privileges of Active membership, an Institutional member shall be entitled to affiliate with three Groups, and to receive all publications of the Association free during the term of its membership, except those that the Executive Board may designate as self-sustaining. (b) A firm or organization holding an Institutional membership may

appoint an individual as its official representative during the period of the membership.

Section 5. Life: Any individual actively engaged in, or interested in the special library profession, upon the payment of one hundred dollars (\$100.00) at one time, shall be eligible for Life membership. Application for said membership may be sent by the applicant or any member of the Association, to the President or to the Secretary of the Association who will present it to the Executive Board with full details as to the applicant's eligibility. Upon a majority affirmative vote of the Board, the applicant shall become a Life member of the Association without further financial obligation and shall enjoy the privileges of an Active member.

ARTICLE III OFFICERS

Amend Section 1 by adding the words "a Third Vice-President" immediately following "a Second Vice-President", and preceding "a Secretary".

ARTICLE V ADVISORY COUNCIL

Delete present Section 1 and substitute the following:

Section 1. Composition: There shall be an Advisory Council consisting of the executive officer of each Committee, Group, and Chapter, the Liaison Officers, the Editors of all periodicals, and all Special Representatives. In case of inability of the executive officer to attend meetings of the Executive Board, he may designate a member of his Committee, Group or Chapter to represent him, or he may send a written report to the President or Secretary which shall be presented at said meeting. The Council shall perform such other duties as the By-Laws may provide.

* * *

Your particular attention is called to the changes in Sections 2 and 3, which make it necessary for active and associate members to be *actually* engaged in library, statistical or research work, or affiliated with library schools.

The amendment to Article III is recommended in order that a wider group or geographical representation on the Board will be possible.

LAURA A. WOODWARD,
President.

(Continued from page 119)

ter Miller *Diary at the Peace Conference.*) It is in the economic field that our lacks are most apparent. However, with the aid of my good friends in the Association, I am able to meet most demands.

I have not gone into specific details of classification or treatment of this war and defense material but if anyone is interested in this phase, I shall be glad to give them information or to have them visit the Library.

As the First World War played a large part in the development and growth of the special library movement, I foresee an equally great or greater development

as a result of the present conflict provided we are alive to the needs of our organization and are equipped to keep open the channels between the storehouses of information, the executives who control policies, and the men who carry them out. If we all cooperate with our Defense Committee in its detailed study of resources of our special libraries, the results will prove beyond a doubt, our ability to "put knowledge to work." It may seem a little ironic that such a development should require a world cataclysm but it is typical of America which rises to the heights in time of stress.

Discussion Conferences

Hartford, June 16-19, 1941

KEEPING "limber"—mentally as well as physically—is a sign of youth and vitality. It means objectivity and flexibility in the recognition of problems, in their analysis and in devising appropriate methods for meeting situations. But most of us have too little "exercise" to maintain this mental alertness. We live more or less isolated professional lives and without realizing it, we get into comfortable ruts.

The technique of the Discussion Conference is designed to pry special librarians out of their ruts! Here one meets others, with problems basically similar; with a leader whose ability to act as a catalyzer is marked and who, as a result, fuses the various approaches—without himself contributing the actual chemical factors—in a final and effective solution. For the thinking of a group, is greater than the sum of the thinking of individuals.

So important is the mental stimulus resulting from an experience in this "informal yet controlled discussion" that we are taking space to give you the reaction to the idea of some of S.L.A.'s own technical advisers together with a brief description of its effect by one of our leaders.

A one-way conversation is boring. So is a long lecture. In a discussion that is planned and directed, it is possible to secure the interest of give and take and the enthusiasm of participation. Giving makes one susceptible to taking in information. Hence, we learn by discussion more than by lecture.

Leroy E. Bowman,
League for Industrial Democracy,
Leader, Hartford Discussion Conference.

The Discussion Conferences at the Special Libraries Association Convention offer an unparalleled opportunity to see one's library in relation to other libraries; to expose time-honored routines and policies to the searching light of present day needs and efficiency. People, who sign up, should check at the front door any inhibition, complacency, and indifference they may have and be prepared to contribute specific,

practical solutions to the professional problems under discussion.

Mary Louise Alexander,
Philadelphia Bibliographical Center,
Technical Advisor, Hartford Discussion Conference.

Last year I didn't register for a Discussion Conference Unit. As a result, all the foresighted members who had done so continued to gloat over my disappointment and discomfort during the entire conference. Every group I joined seemed to be carrying on a heated and interesting discussion as a result of the latest session of one or the other of the Discussion Units. I then and there made a resolution that, if the next conference presented an opportunity for discussion meetings, I was going to enroll immediately. Then Miss Lloyd offered me the privilege of being one of the *Technical Advisors*.

I am looking forward to this experience with real anticipation for in these Discussion Units we can, as no where else in our convention meetings, indulge in an exchange of ideas which can prove of lasting benefit to each of us.

Ruth Savord,
Counsel on Foreign Relations, Inc.,
Technical Advisor, Hartford Discussion Conference.

Through expression in the Discussion Conference, each participant presents and defends his own views—the result is logical and clarified thinking. In the Conference, the combined experience and intelligence of all are focused on each problem. Informal, yet controlled discussion, and the feeling of kinship which exists among participants in the Discussion Conference, provide stimulation and inspiration which no other type meeting can give.

Paul Howard,
Gary Public Library,
Technical Advisor, Hartford Discussion Conference.

After twenty years of conference attendance, it was stimulating to find something as new and stream-lined as the Discussion Conferences at the 1940 convention in Indianapolis.

These discussions make you better acquainted with your fellow librarians from different parts of the country. They give you various slants on your own daily problems by giving a cross-section of opinions that bring to light new ideas. You leave the Discussion Conference feeling that you have just had a mental cold shower and brisk rub down.

The Discussion Conferences are worth the price of admission. Don't miss them! I attended my first one out of sheer curiosity. I stayed to be enlightened and to applaud.

Eleanor S. Cavanaugh,
Standard and Poor's Corp.
Technical Advisor, Hartford Discussion Conference.

Plan to give yourself this course in "limbering up" exercises at Hartford.

MARGARET C. LLOYD, *Chairman*

The first 100 applicants for enrollment in the Hartford Discussion Conferences will be given an opportunity to prove to themselves the value of the discussion conference method.

Tentative Program

33rd Annual Convention, Special Libraries Association

S.L.A.—FORWARD MARCH

Bond Hotel, Hartford, Connecticut

June 16-19, 1941

SUNDAY, JUNE 15th

2:00

Registration

3:00-5:00

Executive Board Meeting

7:30-10:00

Meeting of Group Chairmen. Maria C. Brace, *Group Liaison Officer*, presiding

7:30-10:00

Meeting of Chapter Presidents, Josephine B. Hollingsworth, *Chapter Liaison Officer*, presiding

MONDAY MORNING, JUNE 16th

8:30

Registration

9:00-10:00

Executive Board and Advisory Council meeting, Laura A. Woodward, *President*, presiding

10:00-11:30

Trends and Developments within S.L.A., Laura A. Woodward, *President*, presiding

Reports of Committees (a) Student Loan Fund; (b) Duplicate Exchange; (c) Methods; (d) Government Documents and Indexes to Sources of Statistical Information.

Reports of Editors: (a) Special Libraries; (b) Technical Book Review Index; (c) Special Librarian Page, Wilson Bulletin

MONDAY AFTERNOON, JUNE 16th

12:00-1:30

Discussion Conferences Luncheon

Margaret Lloyd, *Chairman*, presiding
Speaker to be announced

12:00

Newspaper Group Luncheon

Speaker—Mr. Maurice F. Sherman, Editor-in-Chief, Hartford Courant, Hartford

Visit to Hartford Courant

2:30-5:00

First General Session, Laura A. Woodward, *President*, presiding

Greetings from The Connecticut Chapter, Anne Nicholson, *President*

Address of Welcome, Professor Odell Shepard, Lieut. Governor of Connecticut

Response for S.L.A., Thelma Hoffman, Librarian, Shell Development Company, San Francisco, California

S.L.A. Forward March, Sir Angus Fletcher, Librarian, British Library of Information, New York

Research and Its Place in the World of Tomorrow. Speaker to be announced.

The Present World Crisis, Prof. Andre Schenker, University of Connecticut College, Storrs

Our Exhibits, Speakers to be announced

6:00-7:45

University and College Group Dinner,
Mrs. Marjorie C. Keenleyside,
Chairman, presiding
Speaker to be announced

8:00-10:00

Open meeting for business men
Debate: *Resolved That a Library Is a
Necessary Asset*
Mr. Sidney H. Whipple, Manager,
Retail Credit Company, Hart-
ford, presiding

TUESDAY MORNING, JUNE 17th

8:00

Registration

8:30-10:00

Discussion Conferences

(A) MANAGEMENT (DETERMINATION OF POLICIES AND OBJECTIVES)

(e.g. Establishing objectives; for-
mulating policies; organizing
and supervising work; direct-
ing; evaluating; representing
and how they affect library
operation.)

Leader: LeRoy E. Bowman,
League for Industrial Democ-
racy, New York

Technical Adviser: Paul Howard,
Librarian, Gary Public Li-
brary, Gary, Indiana

Secretary: Elsa von Hohenhoff,
Assistant, Industry and Sci-
ence Department, Enoch
Pratt Free Library, Baltimore

(B) ADMINISTRATION (OPERATION OF LIBRARY)

(e.g. Employment procedure re-
quirements; book selection;
reference work; bibliographic
work; housekeeping; catalog-
ing; indexing and routine
techniques.)

Leader: (To be announced)

Technical Adviser: Eleanor S.
Cavanaugh, Librarian, Stand-

ard and Poor's Corporation,
New York

Secretary: (To be announced)

(C) REFERENCE AND INFORMATION SERVICE TECHNIQUES

(e.g. Sources of information; con-
tacts; search procedure; ob-
jectives of reference service;
amount of time to spend on
any one request, etc.)

Leader: Ralph Childs, Cooper
Union for the Advancement of
Science and Art, New York

Technical Adviser: Ruth Savord,
Librarian, Council on Foreign
Relations, Inc., New York

Secretary: (To be announced)

(D) DEPARTMENTAL AND CLIENTELE RELATIONS OF THE SPECIAL LIBRARY

(e.g. Methods of publicity, annual
reports; cross relations be-
tween departments)

Leader: Thomas Fansler, New
York University, New York,
(Tentative)

Technical Adviser: Mary Louise
Alexander, Director, Biblio-
graphical Planning Commit-
tee, Philadelphia

Secretary: (To be announced)

8:30

Newspaper Group. Breakfast meeting.
Maurice Symonds, *Chairman*, pre-
siding

A Library Is Born in Modern Times.
Richard Giovine, Librarian of
PM, New York

10:30-12:30

Group Meetings

Financial Group. Symposium on fi-
nancial library methods. Marion
Wells, *Vice-Chairman*, presiding

1. Corporation files manual.
2. Collection and use of statistics.
3. Financial bibliographies—selec-
tion of items.
4. Exhibit of financial library—
Publicity and promotion.

Insurance Group. Margaret Lloyd,
Chairman, presiding
Connecticut General Assembly
Hall

Welcome—Hon. John C. Blackall,
Insurance Commissioner of
Connecticut

*Personnel Selection and Training in
a Life Insurance Company*,
George A. Drieu, Asst. Secy.,
Connecticut General Life In-
surance Company, Hartford.

*Legal Books for an Insurance Li-
brary*. Leila E. Thompson,
Lawyer, Connecticut Mutual
Life Insurance Company,
Hartford

The Life Insurance Institute. Hol-
gar Johnson, President of the
Institute, Hartford

Visit to Connecticut General Li-
brary

Museum Group. Cynthia Griffin,
Chairman, presiding

*The Museum Library as a Center
for Visual Materials*. Ella
Tallman, Cleveland Museum
of Art, Cleveland

*Progress Report on the Cooperative
Analyzing of Art Journals*.
Eleanor Mitchell, University
of Pittsburgh, Pittsburgh

*The Museum as an Educational
Factor in the World Today*.
Charles H. Sawyer, Director
of the Worcester Art Museum,
Worcester, Mass.

Discussion

Science-Technology Group

Chemistry section. Dr. Else L.
Schulze, presiding

*Why a Chemical Laboratory in an
Insurance Company?* Joseph
B. Ficklen, Chemical Engi-
neer, Travelers Insurance
Company, Hartford

Social Science Group. Martha
Schmidt, *Chairman*, presiding
Effect of National Defense on

American Economy. Dr. O.
Glenn Saxon, Yale University,
New Haven

*Connecticut Public Library Com-
mittee*. Katherine H. Wead,
Hartford

*Citizen-taxpayer Activity in the
Field of Government*. Carter W.
Atkins, Director, Govern-
mental Research Institute,
Inc.

University and College Group. Mrs.
Marjorie C. Keenleyside, *Chair-
man*, presiding

10:30-11:30

Business meeting

11:30-12:30

Visit to Trinity College, Library
and Chapel

Welcome by Rev. Dr. Remsen
B. Ogilby, President of
Trinity College, Hartford

TUESDAY AFTERNOON, JUNE 17th

12:30-3:00

Group Luncheons and meetings

Biological Sciences Group. Estelle
Brodman, *Chairman*, presiding

Joint meeting with Social Science
Group at Neuro-Psychiatric
Institute, Hartford

Welcome by Dr. C. C. Burlingame
Washington's New Defense Library.
Carol Wanner, Librarian, Na-
tional Defense Library, Wash-
ington, D. C.

*The Education and Social Adjust-
ment of the Deaf*. Mr. Edmund
B. Boatner, Principal, Ameri-
can School for the Deaf,
West Hartford

Commerce Group. Marion Hatch,
Chairman, presiding

Luncheon and business meeting

Financial Group. Marion Wells,
Vice-Chairman, presiding

Business meeting

Insurance Group. Margaret Lloyd,
Chairman, presiding

- Visit Travelers Tower and Library
Luncheon at Travelers Girls Club Cafeteria
Welcome by Dr. William B. Bailey, Economist, Travelers Insurance Co., Hartford
The Effects of the War on British Insurance Companies. Mr. Gilbert Kingan, President, Orient Insurance Company, and Mgr. London and Lancashire Indemnity Company, Hartford
- Museum Group. Cynthia Griffin, *Chairman*, presiding
Preservation of Intellectual and Cultural Materials in War Time. Lee Ash, Jr., Gary Public Library, Gary, Ind.
- Newspaper Group. Maurice Symonds, *Chairman*, presiding
Radio and the Newspapers. Mr. C. E. Denton, Radio Technician, New York Daily News, New York
- Nominating Committee meeting
Science-Technology Group
Luncheons:
(a) Public Utilities Section
(b) Petroleum Section
(c) Chemistry Section
- Petroleum Section Meeting.
Thelma Hoffman, *Chairman*, presiding
A Printed Catalog for the Technical Research Library. Mr. Ernest F. Spitzer, Librarian, Consolidated Oil Corporation, New York
- Social Science Group
Joint meeting with Biological Sciences Group at Neuro-Psychiatric Institute
- University and College Group
Luncheon at Trinity College
Speaker, Prof. Morse S. Allen, Trinity. Introduced by Dr. Arthur A. Adams, Librarian
- 2:00-3:00
Joint meeting Commerce, Financial, and Public Business Librarians Groups. Marion Hatch, presiding.
Speakers:
The Part of Industry in National Defense. Speaker to be announced
The Economic Condition of America. Dr. William B. Bailey, Economist, The Travelers Insurance Co., Hartford
- 3:30
Tour of the city and bus ride to Storowton, Massachusetts
Visit to old houses. Dinner. Square dances.
- WEDNESDAY MORNING, JUNE 18th**
- 8:00
Registration
- 8:30-10:00
Discussion Conferences
Same as Tuesday
- 8:30
Newspaper Group Breakfast meeting.
Maurice Symonds, *Chairman*, presiding
What Happened to the Old World Morgue. Matthew Redding, Librarian, New York World-Telegram, New York
- 10:30-12:30
Panel Discussions
(A) *S.L.A.: Its Relation to the Library Profession.* Mrs. Irene Strieby, *First Vice-President*, presiding
(B) *Telling the World What and How.* Alma C. Mitchill, *Immediate Past President*, presiding
- WEDNESDAY AFTERNOON, JUNE 18th**
- 1:00-2:00
Group Luncheons
Biological Sciences Group
Insurance Group. Margaret Lloyd, *Chairman*, presiding, at Aetna Life Insurance Company
Public Relations on an Individual

Basis. Dr. Marion A. Bills,
Asst. Secy., Aetna Life Insurance Company, Hartford

Museum Group

Newspaper Group

Public Business Librarians Group

Science Technology Group

Social Science Group. Martha Schmidt, *Chairman*, presiding

An Appreciation of Law and Reference Libraries. Hon. B. J. Monkiewicz, United States Representative at Large

2:00-4:00

Group Meetings

Biological Sciences Group. Hunt Memorial Library. Estelle Brodman, *Chairman*, presiding

Pediatrics in Colonial Days. Lantern slides. Dr. Ernest Caulfield, Librarian

Patients' Libraries. Mildred Schumacher, Librarian, United Hospital Fund of New York, N. Y.

Mental Hygiene—Trends and Aids. Clara Bassett, Mental Hygienist, Connecticut State Department of Health, Hartford

Commerce Group. County Building. Hearing Room. Joint meeting with Financial, Social Science and Public Business Librarians. Martha Schmidt, *Chairman*, presiding

Legislative Reference. Speaker, Dr. Ernest S. Griffith, Library of Congress, Legislative Reference Service, Washington, D. C.

Panel Discussion. Leader, Rebecca Rankin, Municipal Reference Library, New York, Mr. William T. Byrne, Congressman from 28th District, New York and Grace M. Sherwood, State Librarian, Providence, Rhode Island, participating

Insurance Group. Margaret Lloyd, *Chairman*, presiding

Educational Courses Offered by the Aetna Life Insurance Company. Amos E. Redding, Field Supervisor in charge of Casualty and Surety Sales Courses, Aetna Casualty & Surety Co., Hartford

What an Insurance Library Means to an Agent. Joseph M. Ward, Agent, Phoenix Mutual Life Insurance Company, Hartford

Tour of the building and libraries
Visit to Hartford College of Insurance and Law

Museum Group

Visits to:

Children's Museum of Hartford.
Welcome by Delia I. Griffin, Director

Speaker: Mary L. Bass, Curator of Education

Mark Twain Memorial. Greetings by Miss Katherine Day, Vice-President, Mark Twain Memorial Commission

Wadsworth Atheneum. Brief talk by a staff member

Connecticut Historical Society, Thompson R. Harlow, Librarian

Newspaper Group. Maurice Symonds, *Chairman*, presiding

Latin American Countries and Propaganda. Henry P. Bakewell, Lawyer with Alcorn, Mitchell & Alcorn, Hartford

Science-Technology Group. Dr. Donald E. Cable, *Chairman*, presiding

Business Meeting

Methods Used in an Industrial Research Library. Thelma R. Reinberg, Librarian at Battelle Memorial Institute, Columbus, Ohio

3:30
University and College Group
Visit to Wesleyan University, Middletown. Greetings by Mr. Free-
mont Rider, Librarian. Tea in
Olin Library

4:30
Tea at State Library

7:30
Banquet
Toastmaster: Dr. James I. McCo-
naughy, President, Wesleyan
University
Speaker: Cornelia Stratton Parker,
Author

THURSDAY MORNING, JUNE 19th

8:00
Registration

8:30-10:00
Discussion Conferences. Same as
Tuesday

8:30-10:00
Newspaper Group. Breakfast meeting.
Maurice Symonds, *Chairman*, pre-
siding

Speakers: Mr. Charles C. Hemen-
way, Editor-in-chief, The Hart-
ford Times

Mr. Ward E. Duffy, Managing
Editor of the Hartford Times,
*Progress and Development of
a Newspaper*. Lantern slides.

10:30-12:30
General Session. Laura A. Woodward,
President, presiding
What is Freedom of the Press? E.
Robert Stevenson, Editor-in-
chief, Waterbury Republican
American, Waterbury, Conn.

Business meeting
Report of Committee on Constitu-
tion and By-Laws
Report of Nominating Committee
Report of Resolutions Committee

THURSDAY AFTERNOON, JUNE 19th

1:00-2:00
Group luncheons and business meetings
Financial Group
Insurance Group
Luncheon at Phoenix Mutual Life
Insurance Company
Business meeting and visit to
library
Museum Group
Newspaper Group
Social Science

2:30
Buses for Yale

3:30
Tea at Sterling Memorial Library, Yale
University

8:00
Meeting of New Executive Board,
Hotel Bond, Hartford

(Continued from page 123)

A detachable flange is provided to keep the film from sagging off the core during the unwinding and rewinding processes on the reading machine. The wound spools can be stored in cans, or in the storage cabinet mentioned above (the article describing this cabinet suggests substituting galvanized nails for the pegs when wooden cores are used), or, as the makers of the spools themselves suggest, in the shallow drawers of legal blank cabinets that are sold by most makers of office equipment.

For those individuals and libraries who favor the short-strip methods, the Goler spool can offer neither the quick location

of pages, or the compactness of flat filing that they desire. For libraries that have been splicing short films together, the suggestion of a method whereby short films can be put on a reading machine as quickly and safely as can ordinary reels, may tempt them to try a double filing system, one for flanged 100-foot reels of single subjects, and the other for the smaller flangeless Goler spools—just as many libraries have different “filing systems” for bound books and for pamphlets. For those libraries that have been keeping each microfilm title as an individual roll, this new device promises to solve most of the difficulties.

Transportation Rates

for the S. L. A. Convention

BETWEEN HARTFORD AND	RAILROAD FARES				PULLMAN CHARGES		
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					(From Springfield)		
Baltimore.....	6.80	13.30	9.75	19.35	2.40	3.15	1.60
Boston (via Springfield).....	2.55	5.10	3.75	7.50	2.00	2.00	.70
Boston (via Willimantic).....	2.35	4.70					
Chicago.....	18.40	27.60	27.60	49.70	4.35	6.30	
Cincinnati.....	16.75	25.10	25.10	45.70	3.60	5.25	
					(From New York)		
Cleveland.....	11.65	17.45	17.45	32.70	2.70	3.95	
					(From New York)		
Columbus.....	14.40	21.60	21.60	39.90	3.10	4.50	
					(From New York)		
Dayton.....	15.80	23.70	23.70	43.45	3.60	5.25	
					(From New York)		
Detroit.....	14.95	22.40	22.40	41.35	3.10	4.50	
					(From New York)		
Indianapolis.....	17.35	26.00	26.00	47.15	4.35	6.30	
					(From New Haven or New York)		
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Milwaukee.....	20.10	30.70	30.15	53.55	5.40	7.10	
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New York.....	2.20	4.40	3.30	6.60			.70
Peoria.....	20.95	31.40	31.40	56.55	4.90	7.10	
Philadelphia.....	4.90	9.80	6.90	13.80	2.00	2.65	1.05
Pittsburgh.....	11.50	17.25	17.25	32.35	2.70	3.95	
St. Louis.....	22.25	33.35	33.35	60.05	5.25	7.65	
					(From New Haven or New York)		
San Francisco.....	56.03	90.00	94.15	135.00	17.40	22.85	
Washington.....	7.60	14.30	10.90	21.50	2.80	3.70	1.80

BETWEEN HARTFORD AND	PLANE FARES		BUS FARES		BETWEEN HARTFORD AND	PLANE FARES		BUS FARES	
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Albany.....	\$4.07	\$7.32	\$2.35	\$4.25	Los Angeles.....	\$151.23	\$272.20	\$42.50	\$76.50
Baltimore.....	16.75	30.12	3.90	7.05	Milwaukee.....	50.38	89.85	13.50	24.30
Boston.....	5.19	9.34	2.00	3.60	Montreal.....	21.09	38.04	6.30	11.35
Chicago.....	46.23	83.20	13.15	23.70	New York.....	6.90	12.42	1.50	2.70
Cincinnati.....	43.95	79.10	12.00	21.60	Peoria.....			14.70	26.50
Cleveland.....	29.98	53.96	8.40	15.15	Philadelphia.....	11.25	20.22	2.75	4.95
Columbus.....	37.00	66.60	10.15	18.30	Pittsburgh.....	27.90	50.22	7.50	13.50
Dayton.....	41.20	74.16	11.45	20.65	St. Louis.....	58.18	104.72	15.50	27.90
Detroit.....	32.48	58.46	10.65	19.20	San Francisco.....	151.23	272.20	42.50	76.50
Indianapolis.....	46.23	83.20	12.65	22.80	Washington.....	19.10	34.32	4.50	8.10
Kansas City.....	67.73	121.90							

Philadelphia Library Resources*

By ELEANOR S. CAVANAUGH

Librarian, Standard and Poors' Corp., New York City

IN A 46-page pamphlet covering 29 major subjects in the field of knowledge there is opened to scholars and research people the resources of the City of Philadelphia, comprising approximately 5,000,000 volumes, maintained at an estimated cost of \$1,500,000.

This data is compiled as part of a report of Philadelphia Libraries to the Carnegie Corporation of New York by the Bibliographical Planning Committee of Philadelphia, of which Mr. Conyers Read is Chairman and Mary Louise Alexander the Director.

The report is in five parts and aside from part 4, which is the main section of the survey, there is a chronology of the Philadelphia libraries up to 1900, a classified list of libraries in Philadelphia and a table of library statistics giving number of volumes, periodicals, and also an alphabetical index to libraries which refers you to pages in the subject part.

Part 4, or the main section of the report, is most important as it gives, in tabulated form, printed on the page cross-wise, an abstract of materials in subject fields. The material is arranged in three columns: the first giving the main subject field with sub-divisions of this field, next the names of the libraries containing collections in this field, and in the third

column explanatory notes, which evaluate the holdings of each library in a given subject or sub-division thereof.

The classified list is designed to show at a glance the collections covering the major fields of knowledge in Philadelphia, and although the statistics on library costs are, according to the introduction, based on figures supplied by only a few libraries, they are important as they show the range of amounts spent for maintaining libraries of various sizes.

The report shows the holdings of 150 companies and, as the Director states, shows a new approach to the problem of showing qualitative and quantitative data on research facilities. This survey is definitely a new approach to the problem of presenting information on research facilities and may well serve as a pattern for future surveys of library resources.

Librarians, scholars and research workers should find this study of inestimable value in their work. The Committee is to be congratulated upon setting the stage for future contemplated studies of this kind.

This report may be purchased from the Bibliographical Planning Committee, Philadelphia Bibliographical Center, Fine Arts Building, University of Pennsylvania, Philadelphia, Pennsylvania, for 50¢ per copy.

E. S. C.

* *Philadelphia Library Resources*. Philadelphia Bibliographical Center, Philadelphia, Pa., 1941. 46 p.

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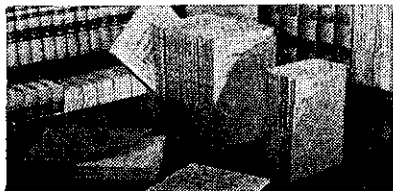
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Personal

Afield in the News!

It is of special interest to SLAers to find the names of two of our prominent members among the ALA nominees for office in 1941-1942.

They are:

For 2nd Vice-President: Ruth Savord, *Librarian*, Council on Foreign Relations, Inc., New York City.

For Executive Board Member: Marian C. Manley, *Business Branch Librarian*, Business Branch, Newark Public Library, Newark, New Jersey.

Here's hoping!

On the Up!

Miss Linda H. Morley, *Librarian*, Industrial Relations Counselors, Inc., who has been in the New York Hospital for several months has recovered from her serious illness and will soon be back at her desk.

Her many SLA friends send best wishes for her continued improvement.

Our Condolence

It is with great sympathy that we report the sudden death in Washington of Mrs. Martin Fisher, the married sister of Rebecca B. Rankin.

SLA sends greatest sympathy.

News Briefs

In Print!

In the March *Bulletin* of the California Library Association you will find an excellent article on *The Library's Place in America's Defense Program* by K. Dorothy Ferguson, librarian, Bank of America, San Francisco.

The Discussion Method for Libraries is an interesting brief account of this new development. It was in the *Wilson Bulletin* for February, 1941.

In *Current News* for December, 1940, published by the Philadelphia Electric Company there is a good story about the company library, well illustrated with informal pictures.

A *Catalog for the Small Law Library* by Miles O. Price in the *Law Library Journal* for January 1941.

Helpful Defense Bibliographies

During the past few months the ALA has issued as a second part of the *Booklist* several helpful bibliographies. We list them as follows:

Industrial Training for Defense, August, 1940

Latin America, Oct. 1940

Aeronautic Training for National Defense, Nov. 1940

Dangers to Democracy, Jan. 1941

Canada, Feb. 1941

SPECIAL LIBRARIES

The Art of the Book

This winter a most interesting series of talks has been given at the Cleveland Museum of Art on the "Development of the Art of the Book." The program was suggested by the Museum Library and worked out in cooperation with the Educational Department of the Museum and a representative from the Cleveland School of Art.

Such a program might be suggestive for the use of SLA Chapters either for their own meetings or for open meetings to interest the community in good book design.

Guide to Business Literature

Standard Statistics Co., Inc. recently started a new business service under the able direction of Eleanor S. Cavanaugh. From the tremendous stream of business literature which passes into the library, the largest of its kind in this country, they propose to issue a monthly list of the outstanding books, pamphlets, reports, magazines, and even speeches in *A Selective Guide to Current Business Literature*.

National Health Library

The National Health Library has moved from 50 West 50th Street to 1790 Broadway, New York City. In line with the current interest on health and national defense, the heading National defense has been added to the subject headings for the *Library Index, a Weekly Index to Current Periodical Literature in the Field of Public Health*, which is issued by the National Health Library for a small annual subscription. Since the size of this index is limited, all articles on health and national defense can not be listed, but the Library is compiling a list on cards. These are classified in large groups. Some of the headings are army, civilians, communicable diseases, evacuation problems, industry, medical preparedness, mental hygiene, nursing, nutrition, sanitation, social hygiene, tuberculosis.

If librarians would like copies of the cards on file, some arrangement could no doubt be made to supply them for a small fee.

More Miniature Libraries

Just arrived were two SLA Chapter Bulletins which included write-ups about member special libraries. We note them for you:

An Industrial Research Library by Thelma R. Reinberg, *Librarian*, Battelle Memorial Institute, Columbus, Ohio, in the winter *News-Letter* of the Cincinnati Chapter.

The Library of the Provident Mutual Life Insurance Company by Edythe G. Roberts, *Assistant Librarian*, in *Bulletin of the Special Libraries Council of Philadelphia* for March 1941.

Philadelphia Bibliographical Center and Union Library Catalogue by Rudolph Hirsch in *Bulletin of the Special Libraries Council of Philadelphia* for March 1941.

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Industrial and Cultural Center of the
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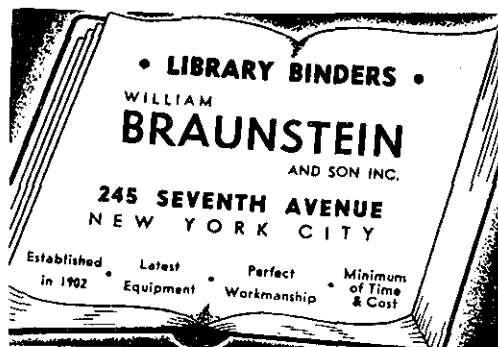
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Books Reach Finland

The Chairman of the Finnish Library Committee of the SLA has received a letter from the Chief of the Press Department, Ministry for Foreign Affairs, of Finland, acknowledging the receipt of books and periodicals sent by special libraries of the United States and Canada to the Library of the Technical University of Finland through this committee.

The library of the Technical University at Helsinki, the only technical university in Finland, was completely destroyed by bombs. A new collection must be assembled. Publications along technical and scientific lines, including medical books, are especially needed. The International Exchange Service of the Smithsonian Institution is accepting the books for shipment. They are being carried by Finnish steamers to the Arctic port of Petsamo.

If you are interested in helping, will you communicate with O. Louise Evans, Chairman Finnish Library Committee, Special Libraries Association, 515 14th Street, N.W., Washington, D. C., or with Mr. Risto Solanko, Counselor of the Finnish Legation in Washington. As the Smithsonian Institution, according to its rules, cannot pay for transportation of the books to Washington, D. C., donors are requested to inform the Finnish Legation in Washington about the costs involved and the Legation will see these costs are paid without delay.

National Defense Library

In Washington in July 1940 a National Defense Library was organized through the cooperation of the Bureau of Research and Statistics of the National Advisory Council for National Defense and the Library of Congress. It has a staff of twelve under the direction of Miss Carol Wanner, graduate of Drexel Institute Library School and former assistant librarian at the W.P.A. Library in Washington.

The Commission's varied interests indicate the extent of the Library's activities: finance, industrial materials, transportation, procurement and priorities, consumer problems, industrial production, agriculture, labor supply, industrial training, industrial relations, price stabilization, military requirements including ammunition and armament, and housing.

Raw Materials

At a recent meeting of the Commerce Group of the New York SLA, a well known expert on raw materials, a Columbia University professor spoke on the subject of raw material deficiencies, reserves, and potentialities of the United States. Interest in this talk was so widespread that copies of the lecture notes, bibliography, and commodities map have been made. Anyone desiring a copy may obtain one, as long as the supply lasts, by sending fifteen cents to Miss Louise Poynor, School of Business Library, Columbia University, New York City.

Publications

Who's Who in Latin America

With the great interest in South America a new bibliographic service has been started in Chicago by the Pan American Council in conjunction with the A. M. Marquis Co. They will publish semi-monthly a bulletin with short biographies of South American statesmen, industrialists, writers and other prominent Latin Americans.

New Bank Publication

The Financial Group of the Special Libraries Association has just published a helpful booklet which every bank and financial house should have. It gives an excellent, selected list of outstanding publications in the financial field issued during the past four years. Each of the books, pamphlets, reference books, periodicals, and government publications which are included is discussed in a short review. To bring a collection up-to-date on such subjects as consumer credit, public finance, investments, bank credit and loans, and many other fields, no better source could be consulted. Copies of *An Annotated Supplement to the 1937 Edition of The Bank Library*, by Mary P. McLean, Librarian of American Bankers Association, can be obtained for 75¢ from the Secretary of the Financial Group, Miss Ruth Miller, Librarian, Central Hanover Bank & Trust Company, 70 Broadway, New York, N. Y.

Defense Aids

The Industrial Relations Section of the Department of Economics and Social Institutions of Princeton University since the first of the year has issued several pamphlets which are digests of industrial relations. The titles are (1) *The Organization of a Personnel Department*, (2) *The Employment Division*, (3) *Re-Organization of Hour Schedules and Problems and Policies in Industrial Relations in a War Economy* (a Bibliography).

These are extremely well done, simple and should prove most helpful to companies on defense work.

Our Factories

Just now when Defense Production means so much to us in America it is well to take a quick view of the growth of our manufacturing industries. In *America's Factories Growth and Decline* by Maxwell S. Stewart, just released by the Public Affairs Committee you will find just such a brief account. This pamphlet is based on *The Output of Manufacturing Industries, 1899-1937* by Solomon Fabricant published by the National Bureau of Economic Research, a study which was made under a grant by the Maurice and Laura Falk Foundation, Pittsburgh.

APRIL, 1941

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Trade-Names Index

*A List With
Definitions and Sources*

from a card file in the

**Technology Department
of the**

Carnegie Library of Pittsburgh

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Text Written by

DANIEL N. HANDY

Librarian, Insurance Library Association of Boston

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Occupational Helps

The Western Personnel Service has issued two more occupational aids under the titles of *Motion Picture Research* and *You Might Like Chemurgy as a Career*. Both are excellent brief presentations which should prove of great value to young people investigating fields for possible careers.

Another Library Aid

A new edition of *The Library Key: An Aid for Using Books and Libraries* by Zaidee Brown has just been issued by The H. W. Wilson Company. It is intended for students in senior high schools and colleges and adults who are not familiar with how a library works. It describes these inside workings in simple language. This edition also stresses the methods of using library aids.

The Literature of Chemistry

Here is a handbook which covers the entire field of chemical literature, in a simple, systematic way. The author, Grace Rigby Cameron, *Librarian, Chemical Library, Louisiana State University*, has used her wide experience in this field to make a thorough survey for the aid of students and research workers. All sources are divided into groups of like character, i.e. Dictionaries, Handbooks, Indexes, etc. and under each division the most important reference tools are fully described. This is a thoroughly useful guide.

(Continued from page 115)

the sciences, for instance, seems to cut across other branches of science. This is equally true of the social sciences and the humanities. There are no longer any water-tight compartments.

A weakness of any resources survey confined to a single institution or even to a single city is a lack of objectiveness because comparative data are wanting. In surveying a multiple number of libraries, however, distributed over a large region, or perhaps throughout the country, certain special problems arise. The chief difficulty is in trying to compare unlike libraries, that is in attempting to set up standards or criteria which may be equally applied to all sorts of libraries everywhere. Is there any standard which can be used to compare a university library of a million volumes with a small college library, or the New York Public Library with a public library of 25,000 volumes? An assemblage of material

which would be regarded as an extraordinary special collection in the average college or public library might scarcely be mentioned by the Library of Congress or Harvard University. Nevertheless, even a small library may, if it has concentrated in one or two directions, have brought together materials whose value cannot be lightly dismissed. One should also take cognizance of a library's location. In a region poorly supplied with library facilities, collections which might be ignored in the large book centers would be fully described, for a primary purpose of surveys is to have each region make maximum use of its own resources before turning to libraries elsewhere.

Surveys of library resources have for the past several years been growing in number and importance. A few examples are listed in the appended bibliography. It is evident that, if this movement retains its present momentum, we shall have available within a reasonable period guides to the leading research collections of the whole country.

SOME LIBRARY SURVEYS AND SURVEY AIDS

Almond, Nina and Fisher, H. H. *Special Collections in the Hoover Library on War, Revolution, and Peace*. Stanford University, Calif., 1940.

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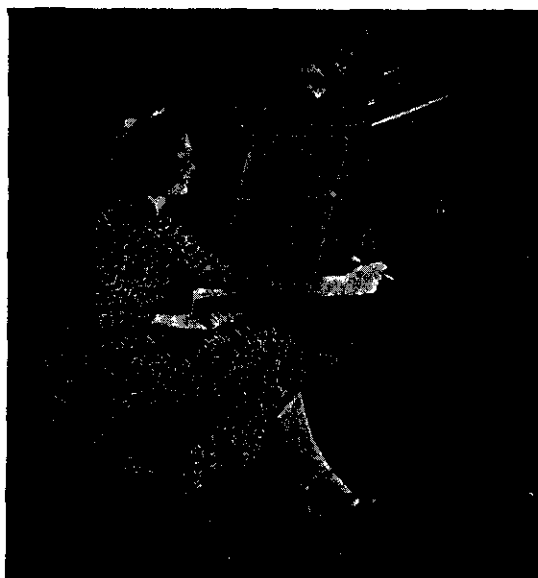
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